

This guide is also available online at www.canterbury.ac.nz/bsla-enrol.



Tip: if you have had a change of name (for example through marriage), you will also need this done for a document that shows both your original name and your current name (eg a marriage certificate).



Go to <u>myuc.canterbury.ac.nz</u> and create an account using your school email address.

Tip: don't use the 'Connect with Facebook' or 'Connect with Google' options – this will cause problems later!

If you already have a <u>myUC</u> account, you can log in using your <u>myUC</u> login details. Call 0800 827 748 if you have any problems logging in.

(3) Complete an application in myUC

Start a **new application** under *My Applications* in <u>myUC</u> and select the *Microcredentials* box and the relevant year. Fill in all the required fields and upload all necessary documents:





Identification details

Upload a scan of your verified identity documents (eg passport or birth certificate) – see step 1 above.

If you have had a change of name (for example through marriage, you will also need to provide a verified copy of a change of name document (eg a marriage certificate).

University Entrance

Provide information about your secondary/high school education. (MOE requires this information is collected for ALL tertiary students in NZ).

Qualification selection

Select 'Better Start Literacy Approach' from the drop-down menu.

Better Start Literacy Approach details Select your role (facilitator, teacher,

Course selection

Search for all 'MCED' courses and add the appropriate course by clicking on the '+' icon. Select the course that matches your role:

MCED601 for facilitators, MCED602 for teachers, and MCED101 for teacher aides.

Choose the 24-X2 (E) occurrence.



SEARCH All courses for	MCED	✔ All Subjects		Course title or code	Q Search Reset
courses found S	HOW: All levels	✓ All teaching periods	,	Extramural x	V DISPLAY:

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Better Star Facilitating change in literacy instruction	veeniy ▼	practice in early liter	racy teaching 🗸	pratuke co,	
POSTGRADUATE		15 points		15 points	

Important: save and complete your application to submit it.

Note: You can *save* and *resume* your application if you want to do it in stages - just remember to submit it when you've finished or it won't be processed.

4 Confirm your enrolment in myUC

Once your application has been processed, you will receive notification to your school email address that you have an *Enrolment Agreement* to accept. Log in to <u>myUC</u> to accept your Enrolment Agreement and confirm your enrolment.

Note: if you do not accept your Enrolment Agreement, your enrolment is not confirmed and you will not receive access to course content online.

Note: if you do not have MOE funding you will need to arrange payment of fees. See <u>how</u> to pay your fees on our website.

Questions?

Check for the answer on our <u>BSLA Enrolment Frequently Asked Questions page</u> or contact us.

Phone: 0800 827 748 (8am - 6pm, Monday - Friday)

Email: mcenrol@canterbury.ac.nz